

3 October 1980

Classification Review Procedure

CRP 80-10

References: CRP 79-40
CRP 79-38
CRP 79-37
CRP 79-24

Proper Use of Top Secret Control Numbers

1. Reviewers are reminded that to make our ADP system perform several tasks for which it was designed, only authorized identification control numbers should be placed in the "Document Identification Number" Field of the 4023A. Top Secret Control Numbers interfere with the computer's ability to identify duplicate entries because not all TS numbers appear on all copies and cannot be used for positive identification.

2. Effective immediately, reviewers will discontinue the use of TS numbers in the "Document ID" field. Because it is potentially useful to record this number in the DARE system for TOP SECRET documents which have been reviewed, use the "Review Coordination" Field for this purpose. Record the number, without punctuation, leaving a space between the "TS" and the number as follows:

TS 123456

The system can then be queried for a specific TS control or a listing of all TS entries without sacrificing other functions for which the system was designed.

3. If the need arises also to record the name of another government agency for the purpose of review coordination, write the TS number first, follow with a space, and then the name of that agency. The twenty spaces in the field should meet most needs.

4. If a file is reviewed collectively such as with a folder, and several TS documents are encountered making it impossible to record all the numbers in the allotted spaces, instead enter TS VARIOUS in the "Review Coordination Field".


Chief, Classification Review Division

STATINTL